## DOCUMENT MANAGEMENT QUESTIONS

Location	Where will documents be stored? Where will people need to go to access documents? Physical journeys to filing cabinets and file rooms are analogous to the onscreen navigation required to use a document management system.
Filing	How will documents be filed? What methods will be used to organize or index the documents to assist in later retrieval? Document management systems will typically use a database to store metadata about documents and a File System to store the actual physical files.
Retrieval	How will documents be found? Typically, retrieval encompasses both browsing through documents and searching for specific information. What kind of information about documents are indexed for rapid retrieval?
Security	How will documents be kept secure? How will unauthorized personnel be prevented from reading, modifying or destroying documents?
Disaster recovery	How can documents be recovered in case of destruction from fires, floods or natural disasters?
Retention period	How long should documents be kept, i.e. retained? As organizations grow and regulations increase, informal guidelines for keeping various types of documents give way to more formal records management practices.
Archiving	How can documents be preserved for future readability?
Distribution	How can documents be available to the people that need them?
Workflow	If documents need to pass from one person to another, what are the rules for how their work should flow?
Creation	How are documents created? This question becomes important when multiple people need to collaborate, and the logistics of version control and authoring arise.
Authenticity	Is there a way to vouch for the authenticity of a document ?
Traceability	When, where and by whom are documents created, modified, published and stored [1]?